

## **MADERA COUNTY**

### **SENIOR BUILDING CRAFTS AND MAINTENANCE WORKER**

#### **DEFINITION**

Under direction, to lead, oversee, and participate in the work of staff responsible for providing for the skilled remodeling, maintenance, and repair of County buildings and facilities; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Building Crafts and Maintenance Worker class series. Incumbents perform the full range of the most difficult assignments involved in providing skilled remodeling, maintenance, and repair of County buildings and facilities. In addition, positions assigned to this class level provide work direction and training for less experienced staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Leads, plans, and reviews the work of staff responsible for providing for the skilled remodeling, maintenance, and repair of County buildings and facilities; plans, directs, and participates in the full range of maintenance and repair assignments; supervises the use and operation of building trades tools and equipment; estimates time, material, and equipment required for assigned jobs; requisitions materials as required; orders parts as necessary and ensures parts ordered are received in a timely fashion; trains assigned employees including in the areas of work methods, techniques, and the use and operation of equipment; verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures the adherence with applicable standards and specifications; maintains cleanliness of work area and tools; ensure adherence to safe work practices and procedures; performs a variety of remodeling, maintenance, and repair work on County buildings, stationary equipment, and facilities; performs a variety of skilled and semiskilled construction, maintenance, and repair duties involving carpentry, painting, plumbing, welding, and electrical work; lays out work assignments, ensuring proper materials and supplies for required work; constructs and replaces furniture; replaces doors, windows, locks, carpet, and tiles; assists with inspection of buildings and facilities for needed repairs; works on pumps, heating, air conditioning, boilers and motors; repairs electrical locks and security systems; performs repairs on video, audio, and communication systems; maintains proper work safety standards; assists with budget development, preparation, and expenditure control; installs computer wiring, troubleshoots computers, and estimates time and materials; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a facilities maintenance and repair program.  
Principles of lead supervision and training.  
Principles, practices, methods, tools, and materials used in building construction, maintenance, and repair.  
Maintenance, installation, and repair of building equipment.  
Methods, tools, and equipment used in heating, air conditioning, and ventilation equipment.  
Boiler maintenance and upkeep.  
Estimation techniques.  
Occupational hazards and standard safety practices necessary in the area of work assigned.

**Skill to:**

Operate a motor vehicle safely.  
Skillfully operate a variety of building trades tools and equipment.

**Ability to:**

Plan, organize, and review the work of maintenance staff in the area of work assigned.  
Provide lead supervision and training for Building Crafts and Maintenance Workers.  
Perform a wide range of skilled and semiskilled building trades work.  
Read and interpret plans, construction drawings, and blueprints.  
Perform inspections, identifying maintenance and repair needs.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible skilled work experience in the construction, maintenance, and repair of buildings and related equipment and facilities comparable to that of a Building Crafts and Maintenance Worker I/II with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in the construction, maintenance, and repair of buildings.

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**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** May, 1995